

CITY OF PRINCE GEORGE
BYLAW NO. 9251, 2021

A Bylaw of the City of Prince George to amend the “City of Prince George Officer Positions and Delegation of Authority Bylaw No. 8340, 2011”.

WHEREAS Council enacted “City of Prince George Officer Positions and Delegation of Authority Bylaw No. 8340, 2011” to delegate certain powers, duties and functions of Council, to an Officer or the employee of the City;

AND WHEREAS Council deems it desirable to amend the “City of Prince George Officer Positions and Delegation of Authority Bylaw No. 8340, 2011”, to reflect the changes to the City’s current organizational structure;

NOW THEREFORE the Council of the City of Prince George, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. That “City of Prince George Officer Positions and Delegation of Authority Bylaw No. 8340, 2011”, be amended as follows:
 - a) That Section 2: “Definitions”, subsections (a) and (g), be amended by deleting “General Manager of Administrative Services” and substituting with “Manager of Legislative Services”.
 - b) That Section 3: “Officers”, subsection 3.1.1(d) “Establishment of City Officers” be deleted and substituted with the following:

“3.1.1(d) Manager of Legislative Services (Corporate Officer).”
 - c) That Section 3: “Officers”, subsection 3.1.3 “Establishment of City Officers” be deleted in its entirety and substituted with the following:

“3.1.3 The selection of the Director of Finance and Manager of Legislative Services shall be made by the City Manager, subject to Council approval.”
 - d) In Section 3: “Officers”, subsections 3.2.4 and 3.2.4.1, be amended by deleting “General Manager of Administrative Services (Corporate Officer) and substituting with “Manager of Legislative Services (Corporate Officer)”.
 - e) In Section 4: “General Authorized Signatories for Contracts”, subsection 4.2, be amended by deleting “General Manager of Administrative Services” and substituting with “Manager of Legislative Services”.
 - f) That Section 4: “General Authorized Signatories for Contracts”, subsection 4.3 be deleted in its entirety and substituted with the following:

“4.3 Contracts approved by Council resolution, between the City and the Government of Canada, the Government of British Columbia or the government of another province, or an agent of any of them, shall be signed by any two of the following persons:

- (a) the Mayor;
- (b) the City Manager;
- (c) the Director of Corporate Services;
- (d) the Director of Civic Operations;
- (e) the Director of Finance;
- (f) the Director of Recreation and Events;
- (g) the Director of Planning and Development;
- (h) the Director of Public Safety;
- (i) the Manager of Legislative Services.”

- g) In Section 4: “General Authorized Signatories for Contracts”, subsection 4.4, “the General Manager of Administrative Services” be deleted and substituted with “the Manager of Legislative Services”.
 - h) In Section 5: “Authorized Signatory for Council Approved Property Transactions”, subsection 5.1 “General Manager of Planning and Development” be deleted and substituted with “Director of Planning and Development”.
 - i) In Section 6: “Delegation of Authority to Approve Certain Property Transactions”, subsections 6.1, 6.2 and 6.3 “General Manager of Planning and Development” be deleted and substituted with “Director of Planning and Development”.
 - j) That Schedules “A”, “B”, and “C” be deleted in their entirety and substituted with new Schedules “A”, “B” and “C” respectively, as attached to and forming part of this Bylaw as Appendix “A”.
2. That the Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this Bylaw.
 3. That this Bylaw may be cited for all purposes as the “City of Prince George Officer Positions and Delegation of Authority Bylaw No. 8340, 2011, Amendment Bylaw No. 9251, 2021”.

READ A FIRST TIME THIS DAY OF ,2021

READ A SECOND TIME THIS DAY OF ,2021

READ A THIRD TIME THIS

DAY OF

,2021

Third reading passed by a
and eligible to vote.

decision of Member of City Council present

ADOPTED THIS

DAY OF

2021,

BY A

DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND

ELIGIBLE TO VOTE

MAYOR

CORPORATE OFFICER

Appendix "A" to Bylaw No. 9251, 2021

Schedule "A"
to Bylaw No. 8340, 2011

Community Charter Section	Powers, Duties and Functions	Delegated Position(s)
Section 17	Direction that a required action, matter or thing must be done at the expense of the defaulter, with all costs and expenses recovered as debt	City Manager, Director of Public Safety, Director of Planning and Development, or Manager of Bylaw Services
Section 32(3)	Entry on land to mitigate damage that may be caused by the City	City Manager, Director of Planning and Development, and Director of Civic Operations
Section 35(11)	Granting licenses of occupation, easements or encroachment agreements in respect of highways vested in the City	City Manager, Director of Public Safety, or Director of Planning and Development
Section 43	Requiring a person permitted to erect poles on highways to provide reasonable accommodation on the poles for wires and equipment of the City on agreed terms	City Manager, Director of Public Safety, Director of Finance, Director of Planning and Development, Director of Civic Operations
Section 67	Disposal of property in police possession	Director of Public Safety or Director of Finance
Section 114(4)	All necessary power to do anything incidental or conducive to the exercise or performance of Council's powers, duties and functions	City Manager
Sections 231, 250 and 251	Commencement of legal proceedings to collect unpaid taxes	Director of Finance or Manager of Financial Services
Section 252	Recovery of taxes by the legal remedy of distress	Director of Finance or Manager of Financial Services
Section 260(2)	Prosecution of Bylaw contraventions	City Manager, Director of Planning and Development, or Manager of Bylaw Services
Sections 269(1)	Referral of disputed ticket to Provincial Court for a hearing	City Manager, Director of Planning and Development, or Manager of Bylaw Services

Section 274	Commencement of civil proceedings to enforce, or to prevent or restrain the contravention of, a Bylaw or resolution of Council, or a provision of the <i>Community Charter</i> or the <i>Local Government Act</i> or a regulation under those Acts, or relating to any damage to or interference with a highway in the City.	City Manager, Director of Public Safety, or Director of Planning and Development
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Schedule "B"
to Bylaw No. 8340, 2011

Bylaw	Delegated Authority	Delegated Position(s)
Storm Sewer Bylaw No. 2656, 1974.	Designating locations of service connections, directing that illegal connections be disconnected. Entering onto property to ascertain whether Bylaw requirements are being obeyed.	Engineer and his/her authorized deputy Engineer, City Foremen, Building Inspectors and Bylaw Enforcement Officers
City of Prince George Building Bylaw No. 8922, 2018	Administration of the Bylaw, issuing and authorizing changes to building permits, plumbing permits and demolition permits, refusing to issue a permit, issuing occupancy permits and provisional occupancy permits, requiring security as a condition of a permit, issuing correction orders and stop work orders, and revoking permits.	Director of Planning and Development, and his/her authorized designates
City of Prince George Tree Protection Bylaw No. 6343, 1995.	Issuing tree cutting permits, refusing to issue tree cutting permits, issuing stop work orders, revoking tree cutting permits	Director of Planning and Development, and his/her authorized designates
City of Prince George Sign Bylaw No. 7202, 2001.	Issuing sign permits, refusing to issue sign permits, requiring security, ordering demolition and removal of signs, and enforcement of the Bylaw. Enforcing the Bylaw, issuing tickets, and referring disputed tickets to Provincial Court	Director of Planning and Development and his/her authorized designates. Bylaw Enforcement Officers
Water Regulation and Rates Bylaw No. 7479, 2003.	Suspending permits and water supply, issuing public notices prohibiting or restricting the use of water, entering onto property to respond to risks of contamination to waterworks, approving installation of service connections, ordering correction of connections, ordering disconnections, requiring installation of water meters, approving extensions, entering property to inspect and test water systems	Director of Planning and Development, and his/her authorized designates.
City of Prince George Subdivision and Development Servicing Bylaw No. 8618, 2014	Negotiating and executing various agreements in connection with the subdivision or development of land, including without limitation subdivision servicing agreements, parkland provision agreements and latecomer agreements, taking security under agreements, requiring an owner of land that is being subdivided or developed to provide excess or extended services	Director of Planning and Development, and his/her authorized designates

City of Prince George Garbage Collection Regulation Bylaw No. 7661, 2004.	Administration of the Bylaw	Director of Planning and Development, and his/her authorized designates
City of Prince George Development Procedures Bylaw No. 7635, 2005.	Requiring development approval information for any application to amend the zoning Bylaw or for any application for the issuance of a development permit, temporary commercial use permit or temporary industrial use permit, providing opportunities for appropriate consultation with persons, organizations and authorities considered to be affected by an amendment to the official community plan, issuing, amending, refusing to issue, requiring security, and imposing requirements or conditions on development permits, requiring security as a condition of a development variance permit, temporary commercial use permit and temporary industrial use permit	Director of Planning and Development, and Manager of Development Services
City of Prince George Fire Protection and Fireworks Bylaw No. 8272, 2013	Authority to appoint the Fire Chief	City Manager
Emergency Program Bylaw No. 7920, 2006.	Responsibilities under the <i>Emergency Program Act</i> except for declarations of a state of local emergency, Duties as Emergency Operations Centre Director in case of a declaration of a state of local emergency	City Manager and Director of Public Safety
City of Prince George Development Cost Charge Bylaw No. 7825, 2007.	Administration of the matters set out in the Bylaw	Director of Planning and Development, and his/her authorized designates
City of Prince George Vehicles for Hire Bylaw No. 7853, 2007.	Issuing, refusing to issue, suspending and cancelling chauffeur's permit Enforcing the Bylaw, issuing tickets, and referring disputed tickets to Provincial Court	Chief of Police Director of Planning and Development, his/her authorized designates, and Bylaw Enforcement Officers
City of Prince George Business Regulation and Licensing Bylaw No. 9040, 2020.	Granting, refusing, suspending and cancelling business licenses	Director of Planning and Development, and his/her authorized designates Director of Planning and Development, his/her

	Enforcing the Bylaw, issuing tickets, and referring disputed tickets to Provincial Court	authorized designates, the Chief of Police, and Bylaw Enforcement Officers
City of Prince George Sanitary Sewer Bylaw No. 7897, 2006.	Authorizing and approving connections to the sewer system, authorizing the City to connect buildings to the sewer system as required at the owner's expense, prescribing application forms, ordering installation of service connections, entering onto property to prevent, reduce or mitigate risk to the sewer system, authorizing disconnection of illegal connections, estimating costs of un-designated extensions, entering onto property to inspect, observe, measure, sample and test a sewer system, issuing, refusing, canceling or revising waste discharge permits, and requiring post-violation inspections and sampling from industrial users	Director of Planning and Development, and his/her authorized designates
City of Prince George Cemetery Bylaw No. 8046, 2008.	Maintaining all records and files of the cemetery as required under the Bylaw and the <i>Cremation, Interment, and Funeral Services Act</i> , reviewing and issuing interment rights certificates, interment permits and exhumation permits, maintaining an accounting of monies received and expended under the Bylaw, and the organization, operation and management of the cemetery	Director of Civic Operations, and his/her authorized designates
City of Prince George Highways Bylaw No. 8065, 2008.	<p>Issuing permits and written approvals under the Bylaw, refusing, suspending, amending, varying or rescinding permits under the Bylaw, requiring payment of fees and additional security as a condition of a permit, ordering the placing, erection, maintenance, alteration and removal of traffic control devices, rescinding, revoking, amending or varying orders, assigning numbers to buildings and structures, requiring fencing along highways, closing traffic as necessary for construction or other public work, prohibiting vehicles from being driven on highways without adequate chains, winter tires or sanding devices</p> <p>Authorizing the removal of vehicles or chattels from a highway, enforcing the Bylaw and issuing tickets, referring disputed tickets to Provincial Court, and entering onto property to ascertain whether a default or violation has occurred</p>	<p>Director of Planning and Development, and his/her authorized designates</p> <p>Bylaw Enforcement Officers, and Peace Officers</p>

<p>City of Prince George Second-Hand Dealers and Pawnbrokers Bylaw No. 8098, 2008.</p>	<p>Enforcing the Bylaw and issuing tickets Referring disputed tickets to Provincial Court</p>	<p>Director of Public Safety, his/her authorized designates, the Chief of Police, members of the police force, and Bylaw Enforcement Officers</p>
<p>City of Prince George Capital Project Budget Delegation of Authority Bylaw No. 9217, 2021</p>	<p>Authority to increase the budget and funding for a capital project approved by Council, and amend the funding sources for the Capital Project accordingly.</p>	<p>City Manager</p>

Schedule "C"
to Bylaw No. 8340, 2011

Community Services Bylaw/Agreements/Contracts	Delegated Authority	Delegated Position(s)
Agreements to Rent City Property	Negotiate and execute various agreements in connection with community use of City property	Director of Recreation and Events; Senior Manager Prince George Events Group; Manager, Entertainment; Supervisor Events Services; Event Coordinators; Civic Events Coordinator; Client Services Coordinator; Community Arenas Coordinator; Recreation Coordinators; Manager, Aquatics; Manager, Parks and Solid Waste Services; Parks Supervisor
Service Agreements; Memorandums of Understanding	Negotiate and execute various agreements in connection with service provision	Director of Recreation and Events; Senior Manager Prince George Events Group; Manager, Entertainment; Supervisor Events Services; Event Coordinators; Civic Events Coordinator; Client Services Coordinator; Community Arenas Coordinator; Recreation Coordinators; Manager, Aquatics;
City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004, Schedules B1 to B-10	Negotiate and execute contracts under the established fees and charges set out for the Recreation and Events Department	Director of Recreation and Events; Senior Manager Prince George Events Group; Manager, Entertainment; Supervisor Events Services; Event Coordinators; Civic Events Coordinator; Client Services Coordinator; Community Arenas Coordinator; Recreation Coordinators; Manager, Aquatics; Aquatic Programmer; Aquatic Admin Coordinator; Aquatic Leader; Manager, Operations; Manager, Entertainment; Civic Events Coordinator;